



400 Selby Avenue, Suite B
Saint Paul, MN 55102

Phone: 651-222-8319
Fax: 651-222-3755

September 27, 2011

RE: Sec. 42: Low Income Housing Tax Credit Training

Dear Owners and Managers of Suballocator Sec 42 projects:

As you know, Affordable Housing Connections provides training to Owners and Managers of projects with allocations of tax credits from various suballocators.

The Suballocators require Owners or their representatives to attend at least one annual training session concerning requirements for Sec. 42 compliance monitoring for the upcoming compliance year. Priority for registration will be given to owners/managers of projects with a Suballocator tax credit allocation. General compliance concerns that affect all tax credit projects in Minnesota will be discussed at the AHC Senior Compliance Seminar which is designed for Senior Management Staff with 5 or more continuous years working with Tax Credit Projects.

In addition to the Senior Compliance Seminar, AHC will be presenting four half-day courses designed in modular format so owners and managers are able to select the best combination of training courses for their workforce. Please see below for content of courses scheduled for this year. More information and registration will follow for the Senior Compliance Seminar.

2011 Course Offerings

New to Sec. 42 Tax Credits: Learning Program *Basics* (4.0 Hrs of Real Estate CREs - Approval Pending)
Wednesday, October 19, 2011 from 9:00 a.m. to 1:00p.m.

Topics to be covered:

- Written agreements, deeds and restrictive covenants (LURA)
- Compliance guidance documents, policies and procedures
- Property standards
- Marketing and tenant selection, including special populations to be served; Fair Housing
- Lease terms and tenant protections
- Reports, record keeping, and monitoring
- Costs and penalties associated with noncompliance

Space is limited to 75 registrants. This is an elective training session intended for new staff or staff who have been working with Sec. 42 for 3 years or less.

Qualifying the Household (4.0 Hrs of Real Estate CREs - Approval Pending)

Thursday, October 20, 2011 from 9:00 a.m. to 1:00 p.m.

Topics to be covered:

- Household composition and definition of income; special concerns related to student households
- Initial income-eligibility verification requirements and guidance, based on HUD Occupancy Manual 4350.3, Rev. 3 (Chapter 5)
- Income certification and recertification requirements: focus on following the Building Map, considerations for projects with multiple funding sources or special LURA restrictions
- Analyzing the tenant application, clarifying and calculating annualized household income, special circumstances
- Red flags and best practices for compliant documentation methods and recordkeeping

Space is limited to 75 registrants. This is an elective training session intended for new staff or staff whose duties are mainly contact with applicants and residents to verify and certify income with less than 5 years experience.

Preparing for your Site Visits and Tenant Files Review

Wednesday, October 26, 2011 from 9:00 a.m. to 1:00 p.m.

Topics to be covered:

- Preparing for the Site Visit
 - Pre-visit paperwork submission requirements
 - The physical inspection and how to respond to code standards violations
- Preparing for the Tenant Files Review
 - Paperwork submission requirements for the project and for tenant files subject to "desk audit"
 - The project review letter and how to prevent and respond to noncompliance findings

Space is limited to 75 registrants. This is an elective training session intended for "hands on" site and property management staff as well as for compliance staff who review the work of others.

Preparing and Submitting your Annual Compliance Report (The Tax Credit "desk audit")

Thursday, October 27, 2011 from 9:00 a.m. – 1:00p.m.

Topics to be covered:

- Preparing your 2011 annual compliance report: ERP and other required submissions
- Special report considerations for the First Tax Credit Year
- How to respond to "desk audit" review letters

Space is limited to 75 registrants. This is an elective training session intended for "hands on" site and property management staff as well as for compliance staff who review the work of others.

Location for ALL sessions is:

The Oaks Room
Eagan Community Center
1501 Central Parkway
Eagan, MN 55121
651-675-5550

YOU ARE ENCOURAGED TO REGISTER FOR THE HALF-DAY SESSIONS AS SOON AS POSSIBLE.

Please complete the registration form and return to AHC using one of the following methods:

1. Send a scanned image of the registration form(s) by e-mail to ahc@ahcinc.net and follow up by submitting payment by US mail to the address below.
2. Fax the registration form(s) to 651-222-3755 and follow up by submitting payment by US mail.
3. Submit registration form(s) by US mail with payment.
4. Submit in person to our office (address listed below).

* We do not accept credit card payments at this time.

Affordable Housing Connections
400 Selby Ave. Suite B
Saint Paul, MN 55102

Registration forms are attached. They will also be available on our website www.ahcinc.net.

Please contact Leslie Washkowiak with your questions by email at leslie@ahcinc.net or by phone at (651) 222-8319.

On behalf of your Suballocator, we look forward to continuing to support your efforts to provide and preserve affordable housing.

Sincerely,

Lyn Burton

Lyn Burton, Executive Director

**New to Sec. 42 Low Income Housing Tax Credits
Program Basics**

**October 19, 2011
9:00 a.m. – 1:00 p.m.**

This course provides an overview of the Section 42 (LIHTC) program and procedures and requirements for continuing operational compliance. **It is designed for compliance staff who have been working in the program for less than the last 3 years.**

Topics include written agreements, deeds and restrictive covenants, policies and procedures, property standards, marketing and tenant selection, lease terms and tenant protections, reports, record keeping, monitoring and the costs and penalties associated with non-compliance.

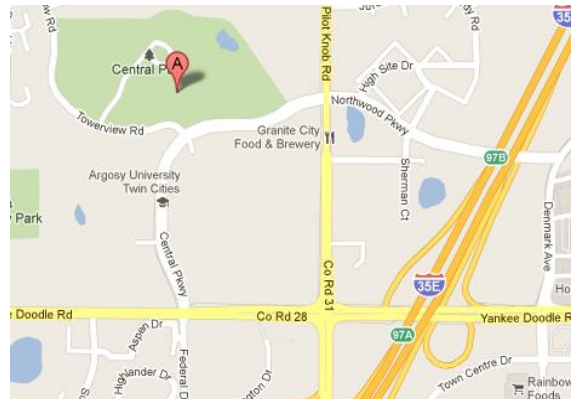
***Sign in starts at 8:30**



**Trainers: Lyn Burton, Executive Director
Kathleen Proctor, Senior Compliance Officer**

Location:

The Oaks Room at Eagan Community Center
1501 Central Parkway
Eagan, MN 55121
651-675-5550



Registration Form

Please submit this registration form (keep a copy for yourself) along with a check for **\$90** payable to Affordable Housing Connections, Inc. for each person attending. Registration can be submitted electronically or by fax; however, payment must be received by **October 12, 2011** to confirm your space. **Space is limited so register early!**

****Continental Breakfast is included with your registration fee****

Name: _____ Title: _____
Name of Suballocator Tax Credit project you work with: _____
Number of years in your current position: _____ Number of years working with HTC program: _____
Organization: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ E-mail: _____

☐ Payment is enclosed for **\$90** (per person)

☐ Payment will be submitted via US mail

Please check the most appropriate boxes to describe your role:

☐ Non-Profit ☐ For-Profit ☐ Government Agency

☐ **Site Manager/ Property Manager/Compliance Staff:** ☐ Self-Managed (employed by Owner) ☐ Managing Agent (fee for service)

☐ **Owner:** ☐ Asset Manager ☐ Developer ☐ Managing General Partner

Mail this form along with payment to:

Affordable Housing Connections, Inc.
Attn: Leslie Washkowiak
400 Selby Avenue, Suite B
Saint Paul, MN 55102
Phone: 651-222-8319, Fax: 651-222-3755
ahc@ahcinc.net

Sec. 42 Low Income Housing Tax Credits *Qualifying the Household*

October 20, 2011
9:00 a.m. – 1:00 p.m.

This half day session is targeted to staff with 5 or fewer years experience being responsible for accepting rental applications, obtaining verifications of income, assets, determining household eligibility, and completing the tenant income certification with supporting documentation for projects funded by the Section 42 (LIHTC) Program.

Participants will be informed of compliance requirements for establishing household eligibility.

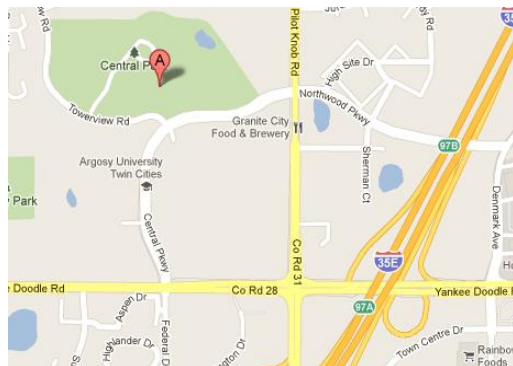
*Sign in starts at 8:30a.m.



Trainers: Lyn Burton and Kathleen Proctor

Location:

The Oaks Room at Eagan Community Center
1501 Central Parkway
Eagan, MN 55121
651-675-5550



Registration Form

Please submit this registration form (keep a copy for yourself) along with a check for **\$90** payable to Affordable Housing Connections, Inc. for each person attending. Registration can be submitted electronically or by fax; however, payment must be received by **October 14, 2010** to confirm your space. **Space is limited so register early!**

****Continental Breakfast is included with your registration fee****

Name: _____ Title: _____
Name of Suballocator Tax Credit project you work with: _____
Number of years in your current position: _____ Number of years working with HTC program: _____
Organization: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ E-mail: _____

☐ Payment is enclosed for **\$90** (per person)

☐ Payment will be submitted via US mail

Please check the most appropriate boxes to describe your role:

☐ Non-Profit ☐ For-Profit ☐ Government Agency

☐ **Site Manager/ Property Manager/Compliance Staff:** ☐ Self-Managed (employed by Owner) ☐ Managing Agent (fee for service)

☐ **Owner:** ☐ Asset Manager ☐ Developer ☐ Managing General Partner

Mail this form along with payment to:

Affordable Housing Connections, Inc.
Attn: Leslie Washkowiak
400 Selby Avenue, Suite B
Saint Paul, MN 55102
Phone: 651-222-8319, Fax: 651-222-3755
ahc@ahcinc.net

Sec. 42 Low Income Housing Tax Credits *Preparing for Your Site Visit*

October 26, 2011
9:00 a.m. – 1:00 p.m.

This session is for "hands on" site and property management staff as well as for compliance staff who review the work of others.

Topics include pre-visit paperwork submission requirements, physical inspection and how to respond to code standards violations, paperwork submission requirements for the project and for tenant files subject to "desk audit," the project review letter and how to prevent and respond to noncompliance findings.

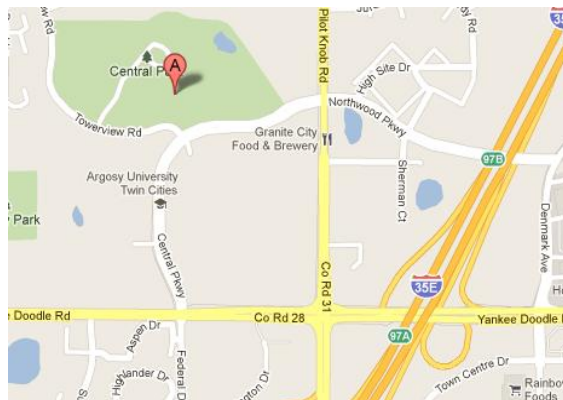
*Sign in starts at 8:30



Trainers: Rita Ander and Kage Dana

Location:

The Oasis Room at Eagan Community Center
1501 Central Parkway
Eagan, MN 55121
651-675-5550



Registration Form

Please submit this registration form (keep a copy for yourself) along with a check for **\$90** payable to Affordable Housing Connections, Inc. for each person attending. Registration can be submitted electronically or by fax; however, payment must be received by **October 21, 2011** to confirm your space. **Space is limited so register early!**

****Continental Breakfast is included with your registration fee****

Name: _____ Title: _____
Name of Suballocator Tax Credit project you work with: _____
Number of years in your current position: _____ Number of years working with HTC program: _____
Organization: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ E-mail: _____

☐ Payment is enclosed for **\$90** (per person)

☐ Payment will be submitted via US mail

Please check the most appropriate boxes to describe your role:

- ☐ Non-Profit ☐ For-Profit ☐ Government Agency
☐ **Site Manager/ Property Manager/Compliance Staff:** ☐ Self-Managed (employed by Owner) ☐ Managing Agent (fee for service)
☐ **Owner:** ☐ Asset Manager ☐ Developer ☐ Managing General Partner

Mail this form along with payment to:

Affordable Housing Connections, Inc.
Attn: Leslie Washkowiak
400 Selby Avenue, Suite B
Saint Paul, MN 55102
Phone: 651-222-8319, Fax: 651-222-3755
ahc@ahcinc.net

**Sec. 42 Low Income Housing Tax Credits
Preparing Your Annual Compliance Report**

**October 27, 2011
9:00 a.m.– 1:00 p.m.**

This session is intended for "hands on" site and property management staff as well as for compliance staff who review the work of others. Topics include preparing your 2010 annual compliance report, special report considerations for the First Tax Credit Year, and how to respond to "desk audit" review letters.

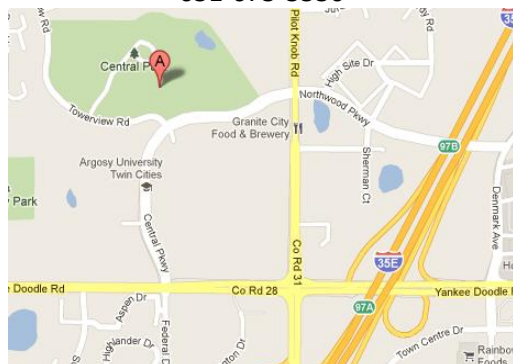
***Sign in starts at 8:30 a.m.**



**Trainer: Kathleen Proctor, Senior
Compliance Officer**

Location:

The Oaks Room at Eagan Community Center
1501 Central Parkway
Eagan, MN 55121
651-675-5550



Registration Form

Please submit this registration form (keep a copy for yourself) along with a check for **\$90** payable to Affordable Housing Connections, Inc. for each person attending. Registration can be submitted electronically or by fax; however, payment must be received by **October 21, 2010** to confirm your space. **Space is limited so register early!**

****Continental Breakfast is included with your registration fee****

Name: _____ Title: _____
Name of Suballocator Tax Credit project you work with: _____
Number of years in your current position: _____ Number of years working with HTC program: _____
Organization: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ E-mail: _____

☐ Payment is enclosed for **\$90** (per person)

☐ Payment will be submitted via US mail

Please check the most appropriate boxes to describe your role:

☐ Non-Profit ☐ For-Profit ☐ Government Agency

☐ **Site Manager/ Property Manager/Compliance Staff:** ☐ Self-Managed (employed by Owner) ☐ Managing Agent (fee for service)

☐ **Owner:** ☐ Asset Manager ☐ Developer ☐ Managing General Partner

Mail this form along with payment to:

Affordable Housing Connections, Inc.
Attn: Leslie Washkowiak
400 Selby Avenue, Suite B
Saint Paul, MN 55102
Phone: 651-222-8319, Fax: 651-222-3755
ahc@ahcinc.net